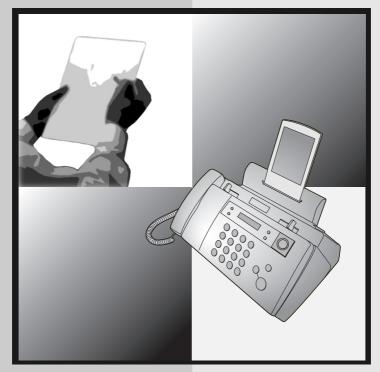
# UX-BA50



# **FACSIMILE**

**OPERATION MANUAL** 

- 1. Installation
- 2. Using the Answering Machine
- 3. Sending Faxes
- 4. Receiving Faxes
- 5. Making Copies
- 6. Special Functions
- 7. Printing Lists
- 8. Maintenance
- 9. Troubleshooting





## WARRANTY

Facsimile Products

#### Congratulations on Your Purchase!

This Sharp product is warranted against manufacturing defects for a period of twelve (12) months from the date of original purchase.

In the event of any defect arising in the equipment during the warranty period, such repairs should only be carried out by the Dealer from which the unit was originally purchased or a Service Centre approved by Sharp to service this type of equipment. These repairs would be carried out at no charge to the owner, subject to the conditions specified herein.

The owner is responsible for any transportation and insurance costs if the product has to be returned for repair.

This warranty does not extend to accessories or defects or injuries caused by or resulting from causes not attributable to faulty parts or the manufacture of the product, including but not limited to, defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, improper voltage, liquid spillage, vermin infestation, software, use of consumables other than those approved by Sharp, or any alterations made to the product which are not authorised by Sharp.

Please retain your sales documentation, as this should be produced to validate a warranty claim.

This warranty is in addition to and in no way limits, varies or excludes any express and implied rights and remedies under any relevant legislation in the country of sale. However, to the extent permitted by such legislation, Sharp excludes any liability for any indirect or consequential damages arising from the purchase or use of the product.

To the extent permitted by law, Sharp excludes all implied warranties and conditions and where the product is one that is not normally required for personal, domestic or household use, Sharp limits its liability to the repair or replacement (at Sharp's option) of materials or workmanship which are found by Sharp to be defective.

For your reference, please enter the particulars of your purchase below and retain, with your purchase documentation.

Model No.	
Serial No.	
Date of Purchase	
Place of Purchase	
	SPform046 (Dec2001)

.

# FOR LOCATION ENQUIRIES WITHIN AUSTRALIA

REGARDING YOUR LOCAL SHARP APPROVED SERVICE CENTRE

**CALL SHARP** 

LOCAL CALL: **1 300 135 022** FACSIMILE: (02) 9672 1210

WEB: www.sharp.net.au

SHARP CORPORATION OF AUSTRALIA PTY. LIMITED
A.C.N. 003 039 405
1 Huntingwood Drive, Huntingwood NSW 2148

FOR THE SERVICING OF PRODUCTS
PURCHASED IN

#### **NEW ZEALAND**

CONTACT YOUR SELLING DEALER/RETAILER OR FOR REFERRAL TO A

SERVICE CENTRE,
CALL SHARP CUSTOMER SERVICES
TELEPHONE: 09 573 0111

FACSIMILE: 09 573 0113

WEB: www.sharpnz.co.nz

SHARP CORPORATION OF NEW ZEALAND LIMITED 59 Hugo Johnston Drive Penrose, Auckland

# Introduction



Welcome, and thank you for choosing a SHARP inkjet fax machine! The features and specifications of your inkjet fax are shown below.

Print cartridge yield\* (at 4% coverage\*\*)

Initial cartridge

Quality mode OFF: Approx. 300 A4 pages

Quality mode ON: Approx. 200 A4 pages Replacement cartridge: SHARP **UX-C70B** Quality mode OFF: Approx. 600 A4 pages Quality mode ON: Approx. 400 A4 pages

Quality mode ON: Approx. 400 A4 pa

Paper tray capacity Approx. 100 A4-size sheets

(at room temperature; maximum stack height

should not be higher than the line on the tray)

Recording system Thermal inkjet

**Print resolution**  $600 \times 600 \text{ dpi}$ 

Effective printing width 203 mm max.

Memory size\*\* 448 KB (approx. 24 average pages with ECM

turned off; 20 minutes of voice messages

(including OGMs))

**Modem speed** 14,400 bps with auto fallback to lower speeds.

**Transmission time\*\*** Approx. 6 seconds (only when ECM is on)

Compatibility ITU-T (CCITT) G3 mode

Compression scheme MR, MH, MMR

Automatic dialling 30 numbers

<sup>\*</sup>Quality mode is initially turned off. To turn on Quality mode, see page 22.

<sup>\*\*</sup>Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

**Telephone function** Yes (cannot be used if power fails)

Applicable telephone line Public switched telephone network

**Reception modes** TEL/FAX, TEL, FAX, A.M.

Automatic document

feeder

10 sheets max. (A4, 80 g/m<sup>2</sup> paper)

Input document size Automatic feeding:

Width: 148 to 216 mm Length: 140 to 297 mm

Manual feeding:

Width: 148 to 216 mm Length: 140 to 600 mm

Effective scanning width 210 mm max.

Scanning Resolution Horizontal: 8 lines/mm

Vertical:

Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm

Halftone (grayscale) 64 levels

Contrast control Automatic/Dark selectable

**Copy function** Single/Multi/Sort (99 copies/page)

**Display** 16-digit LCD display

Power requirements 230-240 V AC, 50 Hz

**Power consumption** Standby: 5.3 W

Maximum: 35 W

Operating temperature 15 - 32°C

**Humidity** 25 - 80% RH

**Dimensions** (without

attachments)

Width: 354 mm Depth: 247 mm

Height: 138 mm

Weight (without attachments)

Approx. 3.2 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

#### Important:

This fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.

The fax machine is not compatible with digital telephone systems.

## Important safety information

For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

In Australia, installing or modifying telephone lines should only be done by an ACA licensed serviceman. In New Zealand, installing or modifying telephone lines should be done in accordance with Telecom wiring practices.

This facsimile machine is designed for use in Australia and New Zealand only.

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the power outlet and telephone socket and consult a qualified service representative if any of the following situations occur:

- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 230-240 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

#### WARNING NOTICE:

**NO** calls can be made to or from this fax machine during a mains power failure.

WARNING: Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

**Note:** Complies with ACA and NZ TELECOM standard AS/NZS CISPR22 regarding emission of electromagnetic interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.

- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**For Australia:** The Ringer Equivalence Number (REN) for this equipment is written on the back of the machine. The sum of all Ringer Equivalence Numbers (REN's) on your telephone line should not exceed 3 to assure correct service from your telephone company.

#### IMPORTANT NOTICE FOR NEW ZEALAND USERS

#### Please note:

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom `111' Emergency Service.

To avoid telephone charges for local calls, be sure to store numbers without area code in your auto-dial locations.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

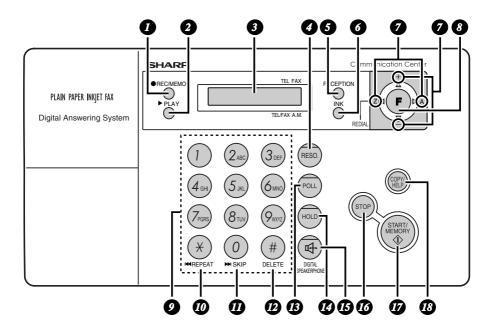
All persons using this device for recording telephone conversations shall comply with New Zealand law. This requires that at least one party to the conversation is to be aware that it is being recorded. In addition , the Principles enumerated in the Privacy Act 1993 shall be complied with in respect to the nature of the personal information collected, the purpose for its collection, how it is used and what is disclosed to any other party.

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# A Look at the Operation Panel



- REC/MEMO key
  Press this key to record an outgoing message or memo (pages 35 and 39).
- PLAY key
  Press this key to play recorded messages (page 38).
- **Display**This displays messages and prompts to help you operate the machine.
- RESOLUTION key
  When a document is in the feeder, press this key to adjust the resolution for faxing or copying (page 57).
- Press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode; page 30).
- Press this key before installing or replacing the print cartridge to move the print cartridge holder to the cartridge replacement position (page 18).

Arrow keys

Use these keys to scroll through and select settings, and to search for autodial numbers (page 64).

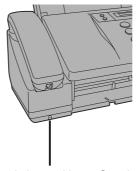
- **FUNCTION key**Press this key followed by the arrow keys to select special functions and settings.
- Number keys Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.
- REPEAT key
  Press this key while listening to a message to play it again.
- SKIP key
  Press this key while listening to a message to skip to the next message.
- **DELETE key**Press this key to erase recorded messages.
- POLL key
  Press this key after dialling another fax machine to receive a document
  (previously loaded in the other machine's feeder) without assistance from the
  operator of the other machine (page 92).
- HOLD key
  Press this key to put the other party on hold during a phone conversation (page 78).
- DIGITAL SPEAKERPHONE key
  Press this key to talk with the other party through the speakerphone during a call (speak facing the operation panel at a distance of about 50 cm to 1m; page 68). This key can also be used to listen to the line and fax tones through the speaker when faxing a document (page 59).
- STOP key
  Press this key to cancel an operation before it is completed.
- START/MEMORY key
  Press this key after dialling to begin fax transmission (page 60). Press this key before dialling to send a fax through memory (page 70). The key can also be pressed in the date and time display to show the percentage of memory currently used.



# COPY/HELP key

When a document is in the feeder, press this key to make a copy of the document (page 83). At any other time, press this key to print out the Help List, a guick reference guide to the operation of your fax machine.

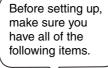
# Microphone location



The microphone is located here. Speak facing this location when using the speakerphone.

# 1. Installation

# **Unpacking Checklist**





If any are missing, contact your dealer or retailer.



Paper tray extension



Paper tray



Print cartridge



Handset





Handset cord



Telephone line cord



Operation manual



Adapter (for New Zealand)



# **Attachments**

# Points to keep in mind when setting up



Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



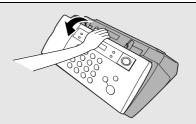
Keep the area around the machine clear.

#### About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

## Removing the packing tape

**1** Open the operation panel.



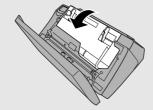
**2** Open the print compartment cover.



3 Remove the tape.



4 Close the print compartment cover and then the operation panel.





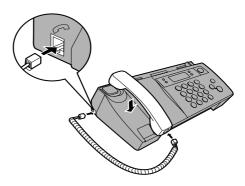
## Connecting the handset

Connect the handset as shown and place it on the handset rest.

 The ends of the handset cord are identical, so they will go into either socket.

Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!

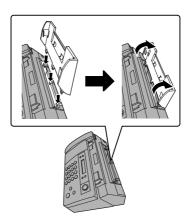




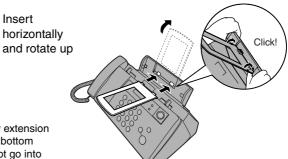
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

# Attaching the paper tray

Attach the paper tray.



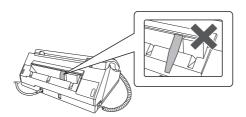
Attach the paper tray extension.



**Note:** The paper tray extension has a top side and a bottom side. If the tabs do not go into the holes, turn the support over.

## Caution!

Do not pull out the black plastic strip shown below. If the strip is pulled out, paper will not feed correctly.



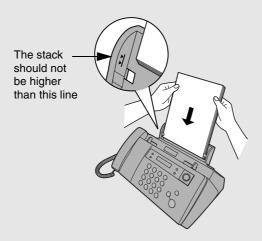
# **Loading Printing Paper**

You can load up to 100 sheets of A4-size paper (60 - 80 g/m²) in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

1 Fan the paper, and then tap the edge against a flat surface to even the stack. Make sure the stack edges are even.



- 2 Insert the stack of paper into the tray, PRINT SIDE UP.
  - If paper remains in the tray, take it out and combine it into a single stack with the new paper.
  - Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
  - GENTLY LOAD PAPER INTO THE PAPER TRAY.
  - DO NOT FORCE IT DOWN INTO THE FEED SLOT.



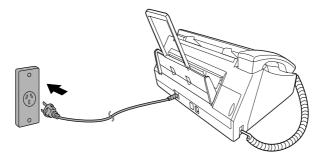
**Note:** Do not use paper that has already been printed on, or paper that is curled.

# Connecting the Power Cord

Plug the power cord into a 230-240 V, 50 Hz, earthed AC (3-prong) outlet.

#### Caution!

- Make sure you have removed all of the packing tape before plugging in the power cord (see page 12). Plugging in the power cord without doing so may damage the machine.
- When disconnecting the machine, unplug the telephone line cord before unplugging the power cord.
- The power outlet must be installed near the equipment and must be easily accessible.



The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.



"CHECK CARTRIDGE" normally appears in the display the first time you plug in the machine. This message appears until you install the print cartridge.

**Note:** If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

# Installing the Print Cartridge

Follow these steps to install or replace the print cartridge.

♦ When replacing the print cartridge, be sure to use a **SHARP UX-C70B** cartridge.

#### Print cartridge yield (at 4% coverage)

#### Initial cartridge

Quality mode OFF: Approx. 300 A4 pages Quality mode ON: Approx. 200 A4 pages

## Replacement cartridge (SHARP UX-C70B)

Quality mode OFF: Approx. 600 A4 pages Quality mode ON: Approx. 400 A4 pages

Quality mode is initially turned off. To turn on Quality mode, see page 22.

#### Caution!

Do not open the print compartment cover or insert your hand in the machine while it is printing.

Note: Keep print cartridges sealed in their packages until you are ready to install them. It is recommended that you do not use a cartridge that has been left unused for a long time after opening, as the print quality may be considerably degraded.

- ◆ Make sure the machine's power cord is plugged in and paper is loaded before installing or replacing the print cartridge.
- ♦ If a document is inserted in the feeder, remove the document before installing or replacing the print cartridge (see page 55).

If PRINTER ERROR or PRINTER ERROR/CHECK PAPER appears...

In the event that the display shows either of the above messages, you must clear the error before installing the print cartridge. The error can usually be cleared by pressing

(stop), or if a paper jam has occurred, by removing the paper jam (see page 113).

1 Press .

Make sure the handset is on its cradle.
 If the handset is not on the cradle,

pressing  $\overset{\text{INK}}{\bigcirc}$  will have no effect.

Display:

**REPLACE INK &** 

PRESS INK KEY

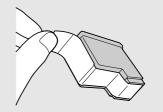
- The print cartridge holder moves to the cartridge replacement position.
- **2** Open the operation panel.

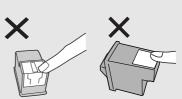


**3** Open the print compartment cover.



- **4** Remove *only* the tape from the new cartridge.
  - **Important:** Make sure you remove all of the tape.
  - CAUTION! DO NOT touch the gold contact area on the cartridge.

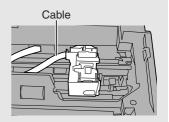


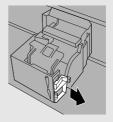


- Make sure the cartridge holder has moved slightly away from the right side of the compartment, and then pull the green lever and open the cartridge holder cover.
  - If you are replacing the cartridge, remove the old cartridge. If you are going to use the old cartridge again, place it in an air-tight container.
  - CAUTION! DO NOT touch the contact area inside the cartridge holder, or pull on the cable that is connected to the cartridge holder.

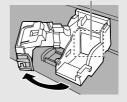
**Note:** If the print compartment cover is left open for approximately 30 minutes with a cartridge installed, the cartridge will automatically return to its home position. To make the cartridge return to the cartridge replacement position

when this has happened, press

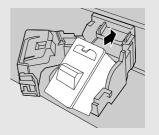




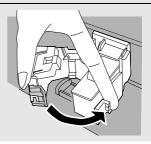
Gold contact area



6 Insert the new print cartridge into the cartridge holder.



Place your index finger on the tab as shown and close the cartridge holder cover with your thumb. Make sure the cover clicks into place.



**8** Close the print compartment cover. **9** Close the operation panel, pressing down firmly to make sure it clicks into place. Display: **REPLACE INK &** PRESS INK KEY **10** Press on to make the print cartridge CHANGE CARTRIDGE holder return to its home position. 1=NEW, 2=OLD Display when "NEW" is Press () (NEW) if the cartridge you selected: installed is new. NEW CART. OK? Press (2<sub>ABC</sub>) (OLD) if the cartridge you installed is old. OK: PRESS START

12 Press START/MEMORY.

If you selected "OLD" in the previous step, this completes the installation procedure. (Note: If you find that print quality is not satisfactory after reinstalling the old cartridge, align the cartridge as explained on page 100.)

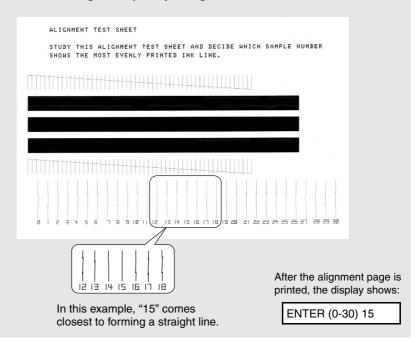
If you selected "NEW", the display will show the alternating messages at right. Continue with the following steps to align the print cartridge. Display when "NEW" is selected:

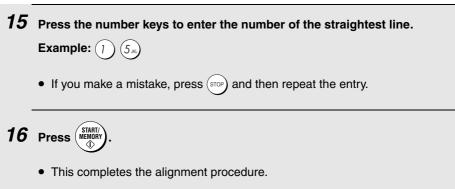
ALIGN CARTRIDGE

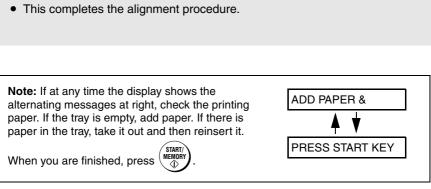


1=PRINT,2=SET

- 13 Press 1 to print an alignment page. (To enter an alignment value without printing an alignment page, press (2,46).)
- 14 In the alignment page that the machine prints, locate the line that comes closest to forming a completely straight line.



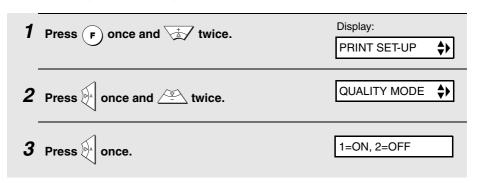


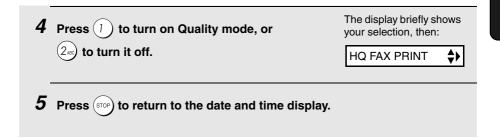


## Quality mode (using more/less ink)

If you prefer a higher quality image when printing faxes and copies, turn on Quality mode. If you wish to use less ink or speed up ink drying time, turn off Quality mode.

♦ Quality mode is initially turned off.





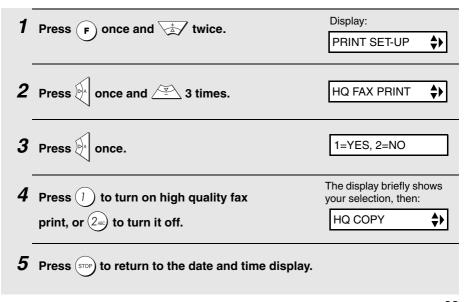
## High-quality fax print setting (fast/slow printing of faxes)

The high-quality fax print setting controls the speed at which faxes are printed. If you prefer a higher quality image at a slower printing speed, turn on this setting. If you prefer a faster printing speed over image quality, turn off the setting.

**Important:** This setting is only effective when Quality mode (page 22) is turned on.

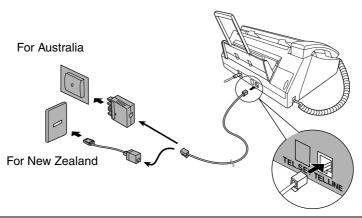
**Note:** This setting only affects the printing speed. It does not affect the amount of ink used.

♦ The high-quality fax print setting is initially turned on.



# Connecting the Telephone Line Cord

Insert one end of the telephone line cord into the adapter. Insert the other end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Plug the adapter into the telephone socket on the wall.



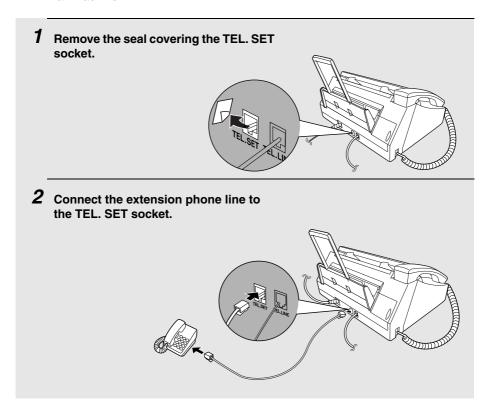
# Setting the dial mode The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the panel keys as follows: Display: 1 Press (F) once and 3 times. OPTION SETTING . **2** Press once and 4 times. **DIAL MODE 3** Press once. 1=TONE, 2=PULSE The display briefly shows 4 Select the dial mode: your selection, then: PULSE: (2ABC) PSEUDO RING **5** Press (STOP) to exit. Note: For all units installed in New Zealand, select "1" for tone dialling. The pulse setting "2" will not operate correctly and must not be used.

## Moving your fax and reconnecting

If it is necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

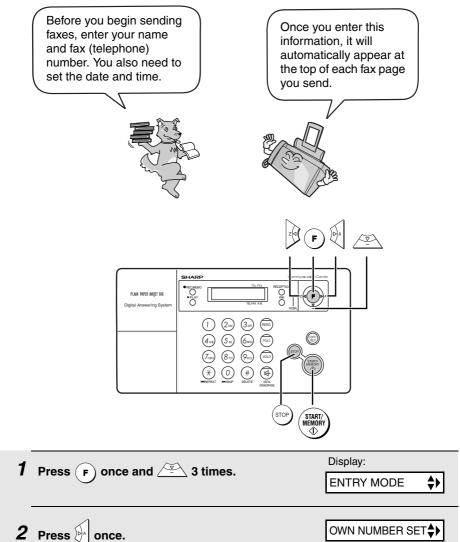
## Extension phone (optional)

If desired, you can connect an extension phone to the **TEL. SET** socket on the fax machine.



**Note:** In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.

# Entering Your Name and Fax Number



ENTER FAX #

3 Press once.

- 4 Enter your fax number by pressing the number keys (max. 20 digits).
  - To insert a space between digits, press (#). To enter "+", press (\*).
  - To clear a mistake, press



**5** Press (START/MEMORY

6 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example: SHARP = 7777 44 2 777

- SPACE = 1

- lacktriangle To enter two letters in succession that require the same key, press  $\mathfrak{D}^{\mathbb{A}}$  after

entering the first letter.



- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press (#)
  - or (\*) repeatedly: ./! " # \$ % & '() \* +,-:; < = >? @ [¥]^\_'{|}  $\rightarrow$  (-

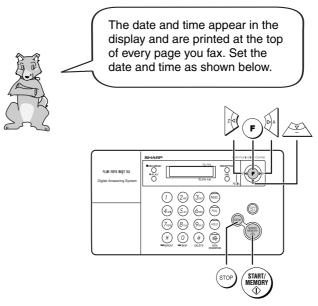
7 Press START/ MEMORY

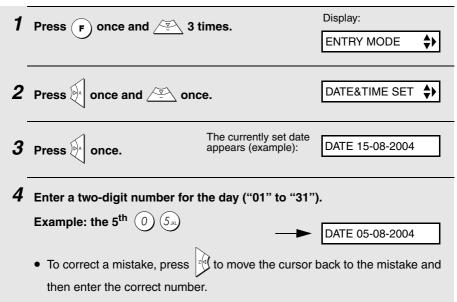
Display:

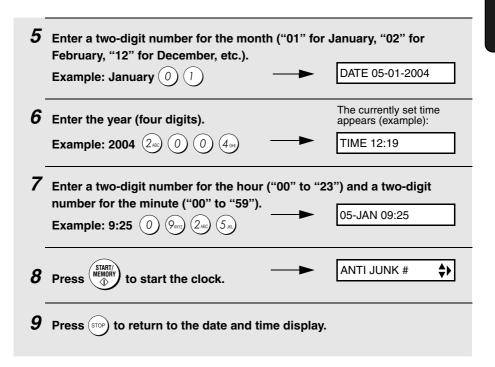
DATE&TIME SET

**8** Press (STOP) to return to the date and time display.

# Setting the Date and Time







# Setting the Reception Mode

The machine has four modes for receiving incoming faxes:

#### FAX mode:

Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

#### TEL mode:

This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

#### TEL/FAX mode:

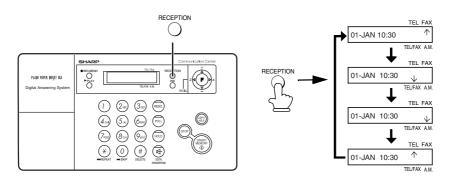
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled faxes), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax, reception will begin automatically.

#### A.M. mode:

Select this mode when you go out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically. (Note: A.M. mode cannot be selected unless an outgoing message has been recorded as explained on page 35.)

## Setting the reception mode

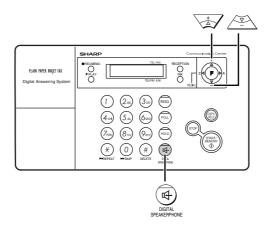
Press until the arrow in the display points to the desired mode.



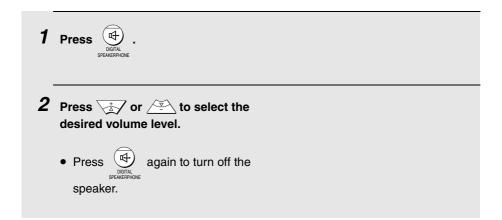
For more information on receiving faxes in FAX, TEL and TEL/FAX modes, see Chapter 4. For more information on using A.M. mode, see Chapter 2.

# Volume Adjustment

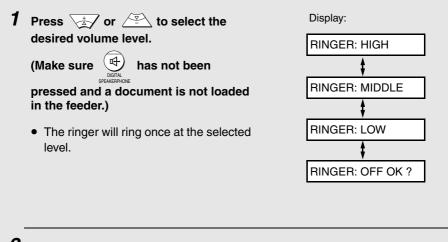
You can adjust the volume of the speaker and ringer using the up and down arrow keys.



## Speaker

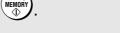


# Ringer



2 If you selected RINGER: OFF OK? to

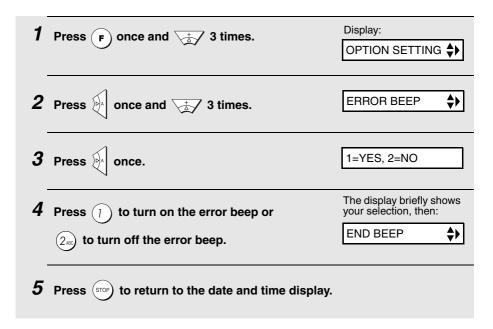
turn off the ringer, press



**Note:** When the reception mode is set to TEL, the ringer will still ring at LOW if turned off.

## Error beep off

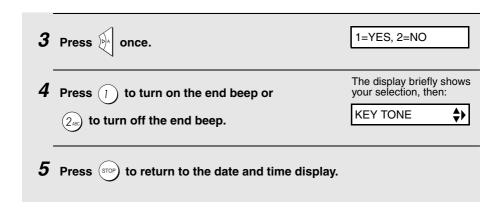
The machine normally sounds three beeps to alert you when an error occurs during transmission, reception, or copying. The machine also sounds a double-beep when you press an invalid key on the operation panel. If you wish to turn off the error beep, follow the steps below.



## End beep off

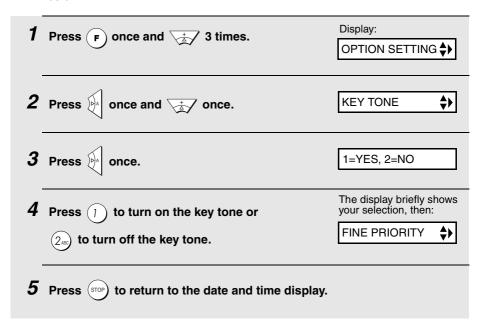
The fax machine normally sounds one long beep when transmission, reception, or copying ends normally. If you wish to turn off the end beep, follow the steps below.





## Key tone off

The fax machine normally sounds a beep (key tone) each time you press a key on the operation panel. If you wish to turn off the key tone, follow the steps below.



# 2. Using the Answering Machine

The built-in answering machine allows you to receive both voice messages and faxes while you are out.



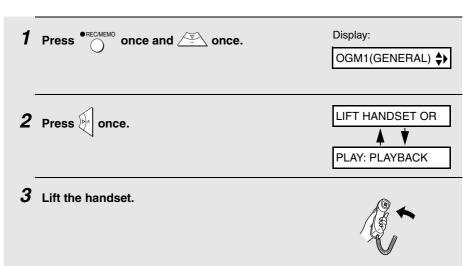
To use the answering machine, you will first need to record an outgoing message. When you go out, turn on the answering machine by setting the reception mode to A.M.

# Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record a message.

#### **Example:**

"Hello. You've reached \_\_\_\_\_\_. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."



4 Press (START) and speak into the handset to record a message.

- The outgoing message can be up to 60 seconds long. While recording, the display will show the time left to record.
- ${\bf 5}$  When finished, replace the handset or press  ${}^{\hbox{\tiny {\rm STOP}}}$  .

#### To listen to the outgoing message

To listen to the outgoing message, follow Steps 1 and 2 of the above procedure and then press . Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

# Operating the Answering Machine

#### Activating the answering machine

To turn on the answering machine so that callers can leave messages, press until the arrow in the display points to A.M.



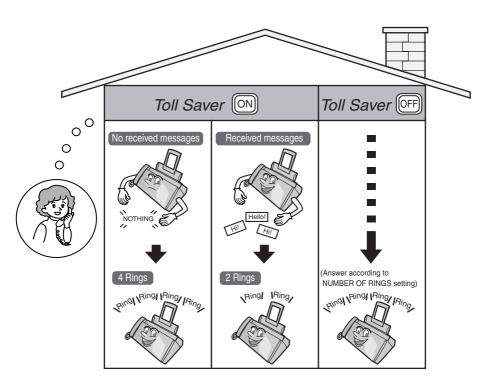
- ◆ The outgoing message will play (you can stop playback by pressing (stop)
- ♦ It will not be possible to set the reception mode to A.M. if an outgoing message has not been recorded.

**Note:** In A.M. mode, the machine will automatically switch to fax reception if it detects six seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

#### Number of rings in A.M. mode (Toll Saver function)

The number of rings on which the machine answers incoming calls in A.M. mode depends on whether the Toll Saver function is turned on, and if it is on, whether you have messages.

♦ The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 47.

To adjust the NUMBER OF RINGS setting, see page 75.

#### Listening to received messages

If you have received messages, the display will show the number of messages received. Follow the steps below to listen to your messages.

# **1** Press PLAY .

 If you only want to listen to new messages (messages not previously listened to), continue to hold odwn for at least two seconds.

#### **2** The messages will play.

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- Repeat: To listen to a message a second time, press (★) before playback of that message ends. To move back to the previous message, press (★) within 3 seconds of the beginning of the current message.
- Skip: To skip forward to the next message, press \_\_\_\_\_ Skip.

Note: Playback will stop if you receive a call, lift the handset, or press (stop)



♦ You can print out a list of your received messages that shows the date and time that each was received. See page 93.

### Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.

◆ Erasing all messages: To erase all messages, press (F), (#), and



◆ Erasing a single message: To erase a single message, press # while the message is being played.

### Recording memos

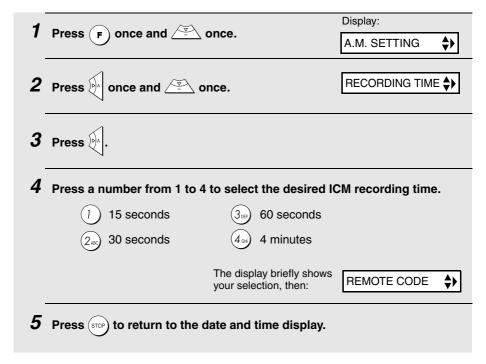
You can record memos for yourself and other users of the machine. These will be played back together with incoming messages when the pressed.

- 1 Press PRECIMENO once and Once.
- 2 Pick up the handset, press (the machine stops beeping), and then speak into the handset.
- **3** When you have finished speaking, replace the handset or press (STOP).

# **Optional Answering Machine Settings**

### Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering machine. The answering machine is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.



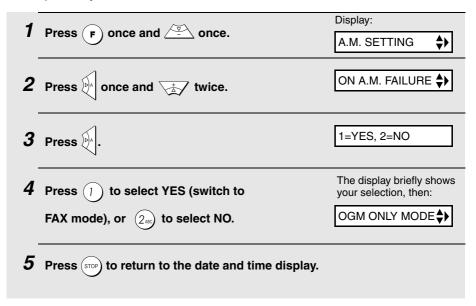
#### FAX mode on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

♦ YES (switch to FAX mode): The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see Remote Operations on page 47).

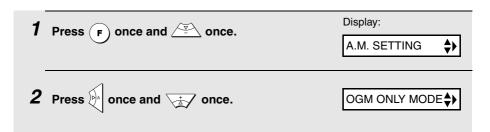
NO (do not switch to FAX mode): The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 47).

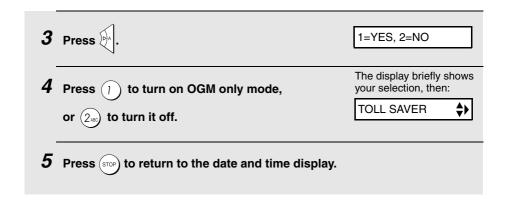
The initial setting is NO . If you want to change the setting to YES, press the panel keys as follows:



#### OGM only mode

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message. (The machine will still receive faxes sent by automatic dialling.)





### Transfer Function

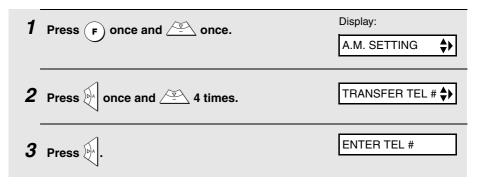
The Transfer function is used to have the machine automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

To use the Transfer function, you must first program the number that you wish the machine to call (the transfer number), and record the transfer message that plays when you answer the phone at the remote location.

When you go out and wish to use the transfer function, turn it on. When you return and no longer wish to use the transfer function, turn it off.

#### Programming the transfer number

To use the Transfer function, you must first give the machine the number to call (the transfer number).



- 4 Press the number keys to enter the transfer number.
  - To insert a pause between any two digits of the number, press (F).



**5** Press START/

6 Press (STOP) to return to the date and time display.

#### Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps below. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

Display: **1** Press once and twice.



2 Press once.

3 Lift the handset



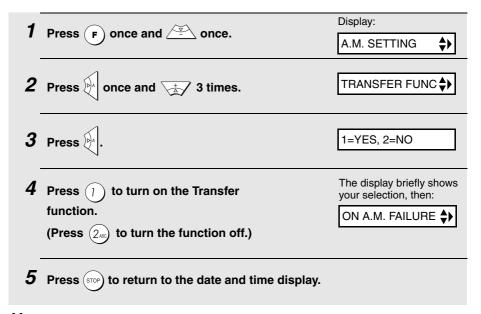
4 Press and speak into the handset to record the message.
The transfer message can be up to 15 seconds long. While recording, the display will show the time left to record.
5 When finished, replace the handset or press (STOP).

#### Checking or erasing the transfer message

To check or erase the transfer message, follow Steps 1 and 2 of the above procedure, and then press precisely to check the message, or to erase the message.

## Turning the Transfer function on and off

When you go out and wish to use the Transfer function, turn it on as follows:



- **6** Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter (#), your remote code number (see page 47), and (#). The machine will play back your messages.
  - You can also perform any of the remote operations described in Remote Operations later in this chapter (see page 47).

**Note:** When you hang up after a transfer call, the machine will not immediately resume normal operation. If you want the machine to accept calls immediately after a transfer call, enter \* twice before hanging up (if you want to hang up during message playback, first enter 0 and # to stop playback, then enter \* twice).

# **Override Ringing**

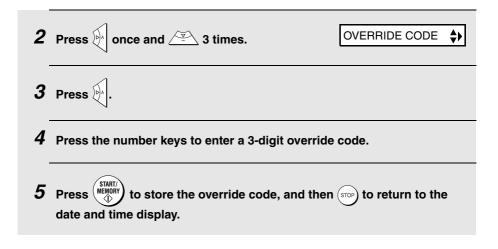
This function allows selected callers using a touch-tone telephone to override the answering machine's outgoing message and cause the machine to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

### Programming the override code

To override the answering machine, your callers must enter a 3-digit override code from their telephone. This code has been set to "009" at the factory. If you wish to change the code, press the panel keys as shown below.

**Important!** Make sure the override code is different from the remote code used for remote operations.





#### Overriding the answering machine

Your callers should follow the steps below to override the answering machine.

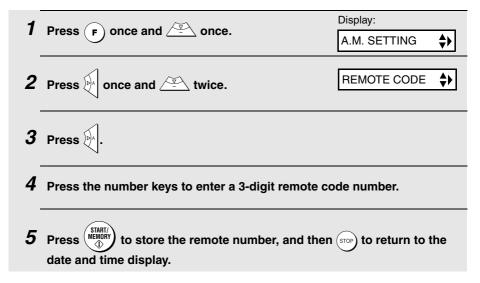
- The caller calls your machine from a tone dial telephone. When the outgoing message begins, they should press the # key on their telephone.
  - The caller will hear a short beep, and the outgoing message will stop.
- **2** The caller should enter the override code and # by pressing the appropriate keys on their telephone.
  - If an incorrect code is entered, the caller will hear four beeps. He or she
    must re-enter the correct code within 10 seconds or the line will be
    disconnected.
- 3 Your machine will make a special ringing sound. Pick up the handset to answer the call.
  - If you do not answer within 30 seconds, the outgoing message will play again and the caller can leave a message.

# Remote Operations

When you are out, you can call the machine from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

#### Remote code number

To access the machine to perform remote operations, you must first enter your remote code number. The remote code number has been set to "001" at the factory. If you wish to use a different number, follow these steps:

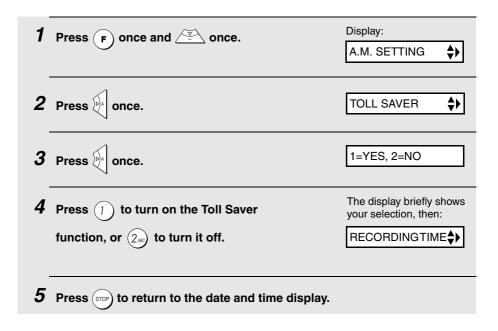


#### Toll Saver

When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after two rings, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 75).



#### Retrieving your messages

- 1 Call the machine from a tone dial telephone. When your outgoing message begins, press (#) on the telephone.
  - You will hear a short beep, and the outgoing message will stop.
- **2** Enter your remote code number and then press (#).
  - You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
  - If no messages have been received, you will hear a short beep. You can
    either hang up, or perform any of the operations described in the following
    section, Other remote operations.

## $oldsymbol{3}$ While the messages are playing, you can do any of the following:

- Repeat: To listen to a message a second time, press 2 and # on the telephone before that message ends. To move back to the previous message, press 2 and # during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press **5** and **#** on the telephone.
- **Stop:** To stop playback, press ① and # on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations.*
- Play new messages: To listen to only your new messages, first stop playback by pressing (0) and (#), and then press (6) and (#).
- Erase a message: To erase the message you are currently listening to,
   press 3 and # before it ends.
- **4** When you have finished listening to your messages, you can do any of the following:
  - Erase all messages: Press (3), (3), and (#)
  - Repeat playback: Press (7) and (#)
  - **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
  - Hang up: If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the machine to resume normal operation immediately, press \*\* twice before hanging up (in some cases, particularly when the Transfer function is used, the machine may not accept new calls for one or two minutes after you hang up unless you press \*\* twice).

**Note:** You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press

(#) immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

#### Comments:

- When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- When entering a command, do not pause longer than 10 seconds between each digit. If you do, you will hear a 4-beep error signal and the digits entered up to that point will be cleared. In this case, re-enter the command from the beginning.
- If you pause for longer than 10 seconds before entering a command, or make two errors while entering your remote code number, the line will be disconnected. (This prevents unauthorized people from attempting to guess your remote code number.)

#### Other remote operations

After listening to your messages, you can perform any of the following operations by pressing the appropriate keys on the telephone.

**Note:** The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing ① and #, and then enter the command.

## Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

♦ <b>A.M. mode:</b> (8), (1), and (#).
◆ FAX mode: (8), (2), and (#).
◆ TEL mode: (8), (3), and (#).  Caution: If you select TEL mode, you will not be able to change the reception mode again.
♦ TEL/FAX mode: (8), (4), and (#),

## Recording a new outgoing message

- **1** Press (4) and (\*) on the telephone.
- When you hear a short beep, speak into the telephone to record the new message.
  - The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

## Turning the Transfer function on or off

To turn Transfer on: Press (9), (1), and (#) on the telephone.

To turn Transfer off: Press (9), (2), and (#) on the telephone.

#### Changing the transfer telephone number

- **1** Press (9), (0), and (#) on the telephone.
- **2** After you hear a short beep, enter the new telephone number. When finished, press (#).
  - To insert a pause between any two digits of the number, press (\*).

#### Recording a new transfer message

**1** Press (9), (3), and (#) on the telephone.

- When you hear a short beep, speak into the telephone to record the new message.
  - The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

### Recording a memo

You can record a memo for yourself or other users of the machine. The memo will be played back when incoming messages are listened to.

**1** Press (\*) and (\*) on the telephone.

- When you hear a short beep, speak into the telephone to record the memo.
- **3** When you are finished, press  $\bigcirc$  and  $\bigcirc$  on the telephone.
  - If the machine detects silence, it will stop recording automatically.

#### OGM only mode

To turn on OGM only mode: Press 1, 1, and # on the telephone. (Your outgoing message will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received)

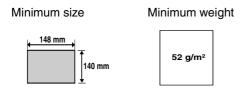
To turn off OGM only mode: Press (1), (2), and (#) on the telephone.

# 3. Sending Faxes

## Transmittable Documents

#### Size and weight

#### Minimum document size:

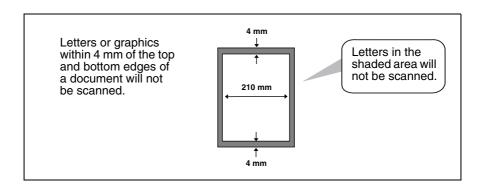


#### Maximum document size:

The maximum size and weight of documents that you can load in the document feeder depend on how many sheets you load.

**10 sheets at once: 1 sheet at a time** (manual feeding):

Weight: 80 g/m<sup>2</sup>



#### Other restrictions

- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick coated surface should be photocopied, and the copy loaded in the feeder.

# Loading the Document

Up to 10 A4-size sheets can be placed in the feeder at once. The sheets will automatically feed into the machine starting from the bottom sheet.

- If you need to send or copy more than the maximum number of sheets, place the additional sheets gently and carefully in the feeder just before the last sheet is scanned. Do not try to force them in, as this may cause doublefeeding or jamming.
- If your document consists of several large or thick sheets which must be loaded one at a time, insert each sheet into the feeder as the previous sheet is being scanned. Insert gently to prevent double-feeding.
- Adjust the document guides to the width of your document.

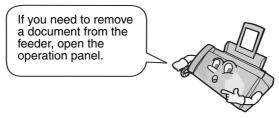


- 2 Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.
  - READY TO SEND will appear in the display.



**3** Adjust the resolution and/or contrast settings as explained on page 56, then dial the receiving machine as explained on page 59.

### Removing a document from the feeder



#### Important!

Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

**1** Open the operation panel.



2 Remove the document.



**3** Close the operation panel, pressing down firmly on both front corners to make sure it clicks into place.



# Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

The default resolution setting is STANDARD and the default contrast setting is AUTO.



You must adjust the settings each time you don't want to use the default settings.



**Note:** The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

#### Resolution settings

STANDARD Use STANDARD for ordinary documents. This

setting gives you the fastest and most

economical transmission.

FINE Use FINE for documents containing small letters

or fine drawings.

SUPER FINE Use SUPER FINE for documents containing

very small letters or very fine drawings.

HALF TONE Use HALF TONE for photographs and

illustrations. The original will be reproduced in

64 shades of gray.

#### Contrast settings

AUTO Use AUTO for normal documents.

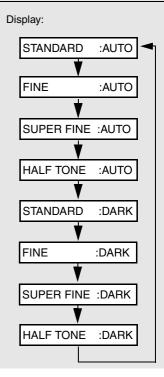
DARK Use DARK for faint documents.

## 1 Load the document(s).

 The document must be loaded before the resolution and contrast can be adjusted.



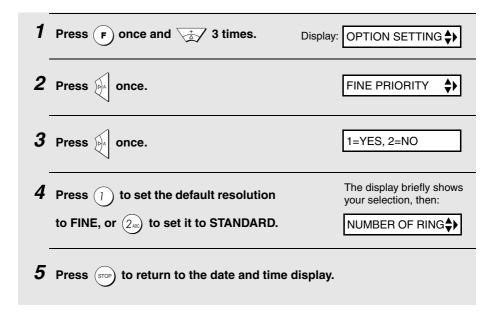
- **2** Press one or more times until the desired resolution and contrast settings appear in the display.
  - The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.



**Note:** In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

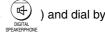
## Changing the default resolution

If desired, you can change the default resolution for faxing documents to FINE. Follow the steps below.



# Sending a Fax by Normal Dialling

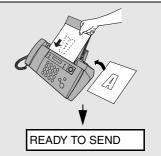
With Normal Dialling, you pick up the handset (or press pressing the number keys.



- ♦ If a person answers, you can talk with them before sending the fax.
- ♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.



 If desired, press (RESO) to set the resolution and/or contrast.



2 Pick up the handset or press Listen for the dial tone.







3 Dial the number of the receiving machine by pressing the number keys.



- 4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.
  - If the other person answers, ask them to press their Start key (if you pressed of the pressed

# **5** When you hear the fax tone, press used it.



# . Replace the handset if you

- Important: Remove the document as soon as it exits the machine.
   Otherwise, ink from received faxes and copies may soil the document.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 95).

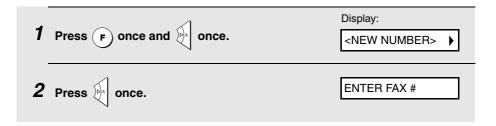
**Note:** If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 112. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

# Sending a Fax by Automatic Dialling

You can store your most frequently dialled fax or phone numbers in the machine for automatic dialling. Up to 30 numbers can be stored.

◆ Auto-dial numbers are dialled by pressing by until the desired number appears in the display, and then (START) .

#### Storing fax and phone numbers for automatic dialling



- $oldsymbol{3}$  Enter the fax or phone number by pressing the number keys. Up to 32 digits can be entered. (Note: A space cannot be entered.)
  - To clear a mistake, press of DIGITAL .



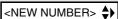
- If a pause is required between any of the digits to access a special service or an outside line, press (F). The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.
- 4 Press (MEMORY
- 5 Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)

Example: SHARP = 7777 44 2 777

- ◆ To enter two letters in succession that require the same key, press ∮ after entering the first letter.
- ♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- ◆ To enter one of the following symbols, press (#) or (X) repeatedly:
  - ./!"#\$%&'()**\***+,-:;<=>?@[¥]^\_'{|}→←



Display:



**7** Return to Step 2 to store another number, or press (stop) to return to the date and time display.

#### Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

Display: 1 Press (F) once and (A) once. <NEW NUMBER> ♠▶ 2 Press 🕁 or 🖄 until the number that you wish to edit or clear appears in the display. 3 Press 1=EDIT, 2=CLEAR **4** Press (1) for EDIT or (2<sub>ABC</sub>) for CLEAR. • If you selected CLEAR, go to Step 8. 5 If you selected EDIT, make the desired changes to the number. • Press |z| or |z| to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit. • If you do not wish to change the number, go directly to Step 6.



- 7 Make the desired changes to the name.
  - Press | 2 | 2 | or | ba | to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 61). The new letter will replace the old letter.
  - If you do not wish to change the name, go directly to Step 8.
- 8 Press START/MEMORY.
- **9** Return to Step 2 to edit or clear another number, or press stop to return to the date and time display.

#### Using an auto-dial number

Once you have stored a fax or phone number, you can use it to send a fax or make a phone call.

- 1 If you are sending a fax, load the document(s).
  - If desired, press (RESO) to set the resolution and/or contrast.



- 2 Press (or (or ) until the name of the other party appears in the display (if no name was stored, the number will appear).
- **3** If you are sending a fax, press (MEMORY). Dialling and transmission begins.
  - Important: Remove the document as soon as it exits the machine.
     Otherwise, ink from received faxes and copies may soil the document.
  - If the transmission is completed successfully, the machine will beep once.
  - If an error occurs, the machine will beep three times and print a Transaction Report to inform you of the problem (see page 95).

If you are making a phone call, lift the handset. Dialling begins. (If you lifted the handset before searching for the number, press to begin dialling.)

### Sending a fax by Direct Keypad Dialling

You can also enter a full number with the number keys and then press the

key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

### 1 Load the document(s).

 If desired, press (RESO) to set the resolution and/or contrast.



- 2 Enter the number of the receiving machine by pressing the number keys.
- **3** Check the display. If the number of the receiving machine shown is correct, press (START).
  - If the number is not correct, press (stop) to backspace and clear one digit at a time, and then re-enter the correct digit(s).

#### Redial

You can automatically redial the last number dialled on the fax machine. This procedure can be used to send a fax or make a phone call.

- 1 If you are sending a fax, load the document(s).
  - If desired, press (RESO) to set the resolution and/or contrast.



- **2** Press once. <REDIAL> appears in the display, followed by the last number dialled. Make sure the number that appears is the number you wish to dial.
- If you are sending a fax, press (MMORY). Dialling begins.

  If you are making a phone call, lift the handset. Dialling begins.

**Note:** If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 112. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

#### Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make two redial attempts at intervals of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

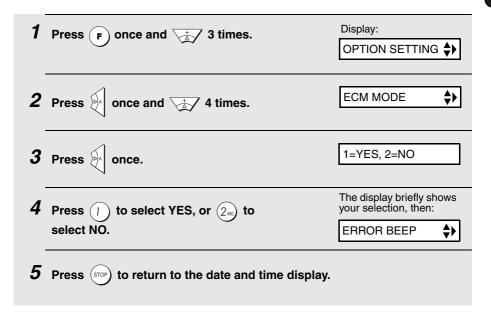
◆ You can press (STOP) to clear the message and stop automatic redialling.

 Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before two redialling attempts are made.

#### **Error Correction Mode**

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

When there is considerable noise on the line, you may find that transmission with ECM turned on takes longer than normal. If you prefer a faster transmission time, you can try turning ECM off.



# Using the Speakerphone to Make a Phone Call

You can use the speakerphone to make a phone call.



- **2** Dial using one of the following methods:
  - Press the number keys.
  - Press pare repeatedly to select an auto-dial number and then press
  - Press once to select the last number dialled and then press (START)

    MEMORY

    MEMORY

    OF TART

    OF
- **3** When the other party answers, speak facing the operation panel at a distance of about 50 cm to 1m.
- 4 When you are ready to end the call, press  $\frac{1}{\log 1}$

# **Batch Page Numbering**

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the recipient to check for missing pages.

1 Load the document(s).



**2** Press (F) once and ( once.

Display:

PAGE COUNTER \$

**3** Press once.

ENTER # (01 - 99)

**4** Enter the total number of pages ("01" to "99") by pressing the numeric keys.

Example: 5 pages  $\bigcirc$   $\bigcirc$ 

- **5** If desired, press (RESO) to set the resolution and/or contrast.
- 6 Dial the receiving machine and send the fax.
  - If you need to cancel a batch number entry, remove the document from the feeder or press (stop).
  - If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if printed.

# Sending a Fax From Memory

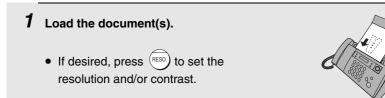
You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

**Note:** If a power failure occurs while sending a fax from memory, you will need to repeat the operation.

#### Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different destinations in just one operation.

 When sending to multiple destinations, only auto-dial numbers can be used to dial the numbers of the receiving machines.



READY TO SEND

- **2** Press (START/MEMORY).
- **3** Press or until the name of the destination appears in the display (if no name was stored, the number will appear).
- **4** Press to store the destination.

- **5** Repeat Steps 3 and 4 for each of the other destinations to which you wish to send the fax (maximum of 20).
  - To check your selected destinations, press to scroll through them. To
    delete a destination, scroll to the destination and then press (stop).
- **6** When you are ready to begin transmission, press  $\stackrel{\text{STARI}}{\bigoplus}$ 
  - A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the destinations are marked "Busy" or have a communication error code. If so, send the document to those destinations again.

# Memory transmission

You can also send a fax through memory when sending to a single destination. This is convenient when sending to destinations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press

dial using one of the following methods:



♦ Press the number keys to enter the fax number and then press



♦ Press 🎉 repeatedly to select an auto-dial number and then press



• Press once to select the last number dialled and then press



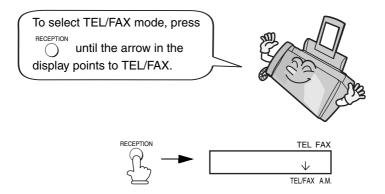
# If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL will appear in the display.

- ◆ Press (START) if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ♦ Press (stop) if you want to cancel the entire transmission.

# 4. Receiving Faxes

# Using TEL/FAX Mode



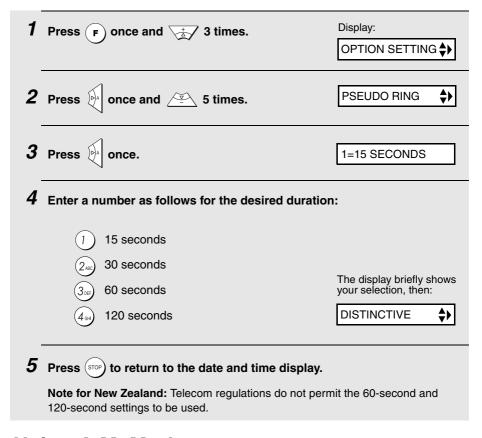
When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings (the number of rings can be changed as explained on page 75). After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

- If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer (the duration of pseudo ringing can be changed as explained on the following page). If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

**Note:** Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

### Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.



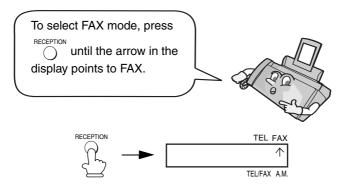
# Using A.M. Mode

To select A.M. mode, press until the arrow in the display points to A.M.

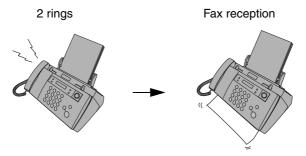


In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 2 for more details.

# Using FAX Mode



When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings (the number of rings can be changed as explained below) and receive incoming faxes.

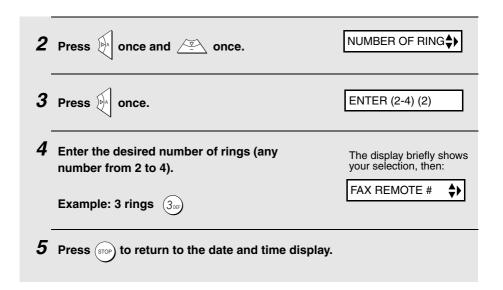


- If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 76.
- Make sure the operation panel is closed, or the paper may jam when received faxes are printed.

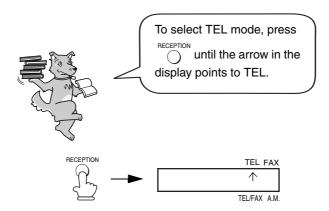
# Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 2 to 4 can be selected.





# Using TEL Mode



When the reception mode is set to TEL, you must answer all calls (even faxes) by picking up the fax machine's handset or an extension phone connected to the same line.

# Answering with the fax's handset

**Important:** If a document is loaded in the machine's feeder, remove it before performing the steps below. (Fax reception is not possible when a document is in the feeder.)

When the fax machine rings, pick up the handset.

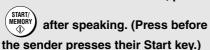


2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



If RECEIVING does not appear (or if you have set the Fax Signal Receive setting to NO), press (STARTI) to begin reception.

3 If the other party first speaks with you and then wants to send a fax, press



When RECEIVING appears in the display, hang up.



# Answering on an extension phone connected to the same line

**Important:** If a document is loaded in the machine's feeder, remove it before performing the steps below. (Fax reception is not possible when a document is in the feeder.)

1 Answer the extension phone when it rings.



**2** If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.



- 3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press 5 once and × twice on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.
  - The above step is necessary if you have set the Fax Signal Receive setting to NO.
  - In New Zealand, not all standard telephones and answering machines will
    respond to incoming ringing when connected to the extension socket of the
    equipment.

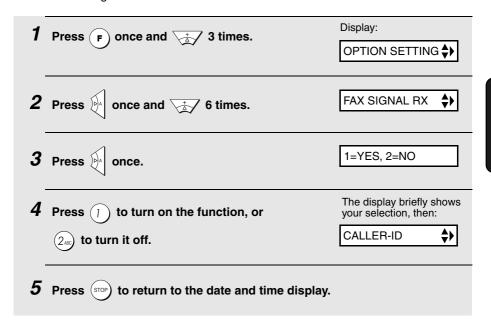
### Putting a call on hold

To put the other party on hold during a phone conversation, press (HOLD). When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with the other party again, pick up the handset. If you did not put the handset back in the cradle, press (HOLD) again to resume conversation.

# **Optional Reception Settings**

### Fax Signal Receive

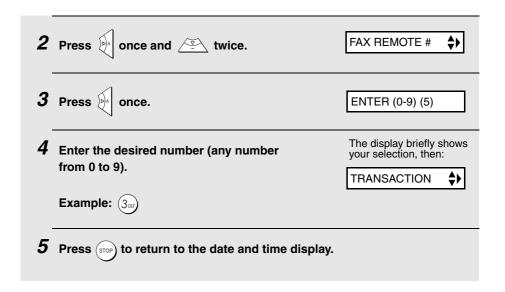
The machine will automatically begin reception if you hear a soft fax tone after answering a call on the machine or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent the machine from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.



# Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.



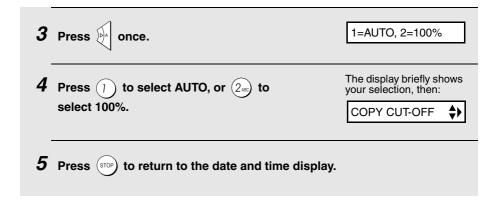


### Reception Ratio

The machine has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.





# Substitute Reception to Memory

In situations where printing is not possible, such as when the machine runs out of paper, the print cartridge needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY, PAPER JAMMED, OUT OF INK, or PRINTER ERROR / CHECK PAPER.

When you add paper (and press (MEMORY)), or clear the jam, or replace the print cartridge, the stored documents will automatically print out.

If you received documents in memory because the machine ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

**Note:** The machine will retain any received faxes in memory until printed, even if the power to the machine is lost or switched off.

# 5. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling the machine to double as a convenience office copier.

# 1 Load the document(s) face down. (Maximum of 10 sheets.)

If desired, press resolution and/or contrast.

(The default resolution setting for copying is FINE.)



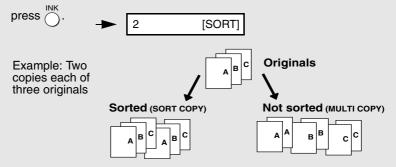
# 2 Select any of the following copy settings as needed:

• Enlarge/reduce: Press or until the desired setting appears in the display. Settings are 100%, 125%, 135%, 200%, 70%, 88%, 94%, and AUTO (automatic adjustment to match the size of the paper). The default setting is 100%.

• Number of copies per original: Press the number keys to enter a number from 1 to 99. The default setting is 1.

Example: Press (2,85) for two copies - 2

• Sorted copies: To sort the copies as shown below under "Sorted", first set the number of copies per original (at least "2" copies must be set), and then



# **3** When you are ready to begin copying, press (PPY).

Important: Remove the document as soon as it exits the machine.
 Otherwise, ink from the copy may soil the document.

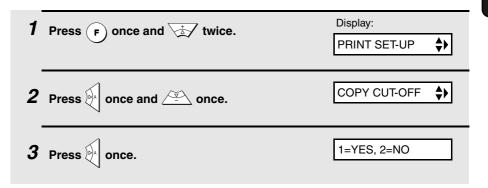
#### If MEMORY IS FULL appears...

If you place a large number of originals in the feeder, the memory may become full before all pages can be scanned (the display will show MEMORY IS FULL). If this happens, only the pages that were scanned will be copied and the remaining pages will automatically feed out. Repeat the copy procedure for the remaining pages, including the page that was being scanned when the memory became full.

**Note:** It may not be possible to make a copy of an original if a high resolution setting is used and/or the original contains so much detailed content that the memory becomes full before scanning finishes.

### Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.



Press 1 to set copy cut-off to YES (the remaining part of the document will not be printed), or 2 to set copy cut-off to NO (the remaining part will be printed on a second page).

The display briefly shows your selection, then:

QUALITY MODE \$\( \)

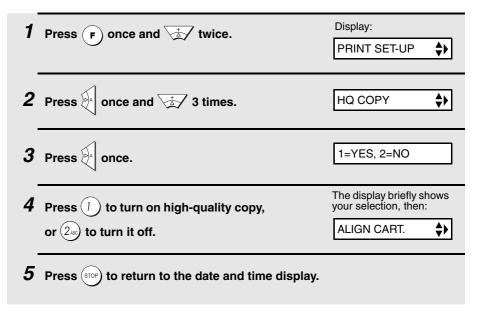
# High-quality copy setting (fast/slow printing of copies)

The high-quality copy setting controls the speed at which copies are printed. If you prefer a higher quality image at a slower printing speed, turn on this setting. If you prefer a faster printing speed over image quality, turn off the setting.

**Important:** This setting is only effective when Quality mode (page 22) is turned on.

**Note:** This setting only affects the printing speed. It does not affect the amount of ink used.

♦ The high-quality copy setting is initially turned off.



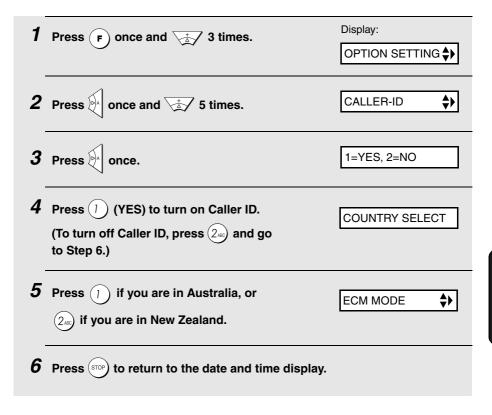
# 6. Special Functions

# Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can have the fax machine display the name and number of the caller when you receive a call.

#### Important:

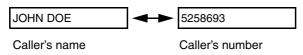
To use this function, you must subscribe to a caller identification service from your telephone company. Note that your fax may not be compatible with some caller identification services.



### How Caller ID operates

When you receive a call, the name and phone number of the caller will appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Display example



**Note:** Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

## Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE No caller information was received from your telephone

company. Make sure that the telephone company has

activated your service.

CALLER-ID ERROR Noise on the telephone line prevented reception of

caller information.

UNAVAILABLE (OUT OF AREA in

New Zealand)

The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.

PRIVATE (ANONYMOUS in New Zealand) Caller information was not provided by the telephone

company at the caller's request.

### Viewing the Caller ID list

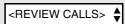
If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

Note: For all units installed in New Zealand, the direct use of the displayed number for call back does not operate properly and must not be used. It is necessary to manually enter the verified correct number for the party called. This will often require the addition or deletion of leading digits from the number shown on the display when dialling manually.

- ◆ After you have received 30 calls, each new call will delete the oldest call.
- ♦ All calls will be erased if you unplug the fax or a power failure occurs.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

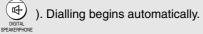




- 2 Press or roll through the list.
- $oldsymbol{3}$  If you wish to dial one of the numbers in the list, scroll through the list until the number appears in the display.
  - Fax: If you wish to send a fax, load the document and then press Dialling and transmission begin.



• Voice call: If you wish to make a voice call, pick up the handset (or press



(If you pressed , speak facing

the operation panel at a distance of about 50 cm to 1m when the other party answers.)



4 Press (STOP) when you have finished viewing the list.

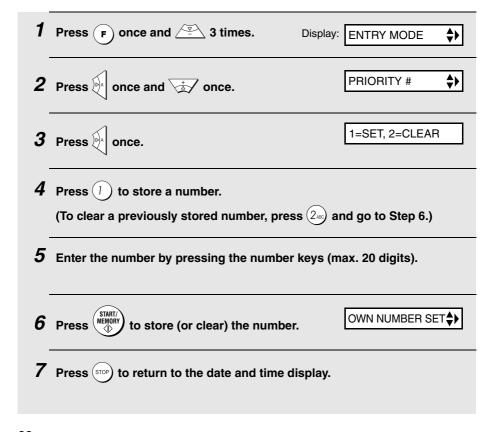
#### To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press # while the call appears in the display. If you want to delete all calls from the list, hold # down for at least 3 seconds while you are viewing any number in the list.

### **Priority Call**

If you have turned on Caller ID, you can set the machine to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).



### Blocking voice calls

If you have turned on Caller ID, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax comes in from the number you have specified as a "Junk Number", your fax will terminate the call as soon as it receives the calling phone number from the caller ID service. The caller will hear a 3-second high-pitch tone to signal the call's termination. In Australia the call will not break off until the caller has hung up.

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 91). Only one number can be blocked.

# Distinctive Ring (Requires Subscription to Service)

If you subscribe to a distinctive ring service from your telephone company, you will need to turn on the distinctive ring function. When this is done, the machine will signal voice calls by the normal ring pattern, and fax transmissions by a special ring pattern. In the case of a fax transmission, the machine will automatically answer the call and receive the fax.

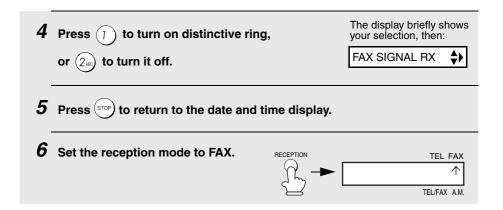
The distinctive ring function is used with the reception mode set to FAX. When your fax number is dialled, the machine will signal the call with a special ringing sound, then answer automatically and begin reception after the number of rings set with the Number of Rings setting (the initial setting is 2 rings—see page 75). When your voice number is dialled, the machine will signal the call with the normal ringing sound to let you know that you must answer personally.

The initial setting for distinctive ring is NO. If set to YES, both Australian (Fax Duet) and New Zealand (FaxAbility) distinctive ring are supported.

#### Important:

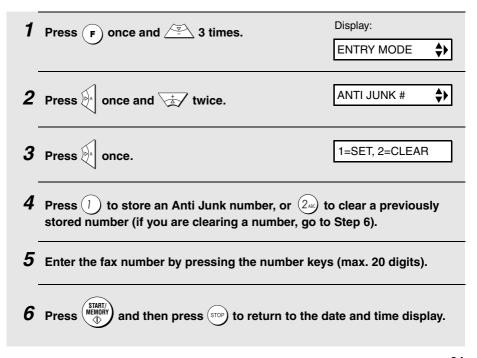
- ◆ The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the machine will not operate properly.
- ♦ If you turn on distinctive ring, the machine will not operate in TEL/FAX reception mode.





# **Blocking Reception of Unwanted Faxes**

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.



# Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without assistance from the operator of the other machine.

**Hint:** Polling is useful when you want the receiving fax machine, not the transmitting fax machine, to bear the cost of the call.

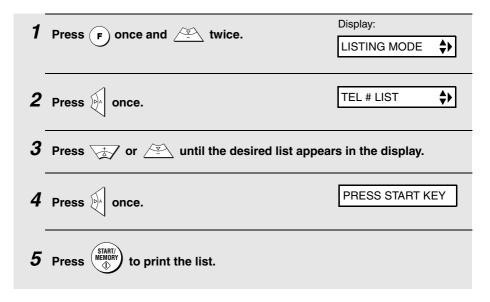
- To use the polling function, the other machine must be capable of being polled.
- Before polling, make sure the other machine is set up to receive your polling request.
- ♦ Your machine is not capable of being polled.
- 1 Dial the fax machine that you wish to poll using one of the following methods:
  - Enter the full number using the numeric keys.
  - Pick up the handset (or press ) and dial the full number. Wait for the fax answerback tone.
  - Press or or until the name (or number) of the other party appears in the display.

# **2** Press POLL.

If you used the handset, replace it when POLLING appears in the display.
 Reception will begin.

# 7. Printing Lists

You can print lists showing settings and information entered in the fax machine, and a report showing recent fax transactions. The lists and report are described below. To print a list, follow these steps.



# Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

### Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

### Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time each messages was recorded, the length, and the type.

#### Caller-ID List

This list shows information on your 30 most recently received calls and faxes. (This list is only available if you are using the Caller ID function.)

### Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

♦ The Transaction report cannot be printed on demand.

#### **Headings in the Transaction Report**

**SENDER/** The name or fax number of the other machine involved in the **RECEIVER** transaction. If that machine does not have an ID function, the

communication mode will appear (for example, "G3").

**START** The time at which transmission/reception started.

**TX/RX TIME** Total time taken for transmission/reception.

**PAGES** Number of pages transmitted/received.

NOTE (One of the following notes will appear under NOTE in the

report to indicate whether the transaction was successful,

and if not, the reason for the failure.)

**OK** - Transmission/reception was successful.

**P.FAIL** - A power failure prevented the transaction.

**JAM** - The printing paper or document jammed, preventing the transaction

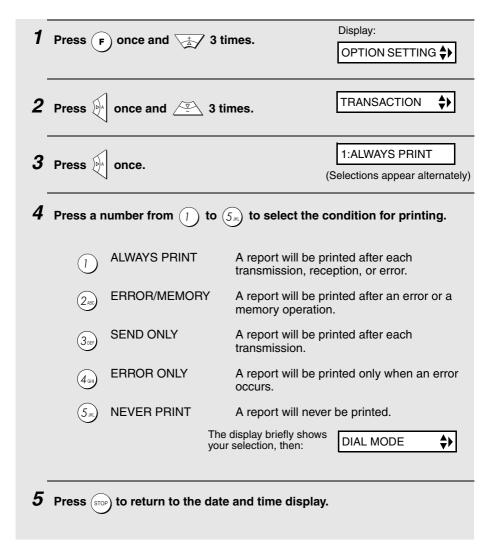
**BUSY** - The fax was not sent because the line was busy.

**COM.E-X** - (Where "X" is a number.) A telephone line error prevented the transaction. See *Line error* on page 105.

**CANCEL** - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

### Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.



# 8. Maintenance

# Cleaning the Machine

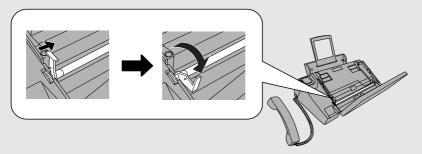
# Cleaning the scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

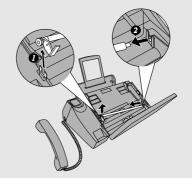
**1** Open the operation panel.



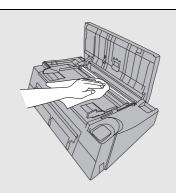
**2** Push the green lever at the side of the white roller slightly to the right, and then pull it forward and down.



- **3** Pull the left side of the white roller up and then pull the roller to the left and out of the machine.
  - Place the roller in a stable position where it will not accidentally fall to the ground.



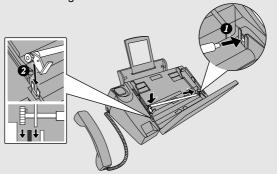
- 4 Wipe the scanning glass (exposed by removing the white roller) and rollers with a clean cloth.
  - Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



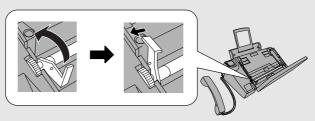
#### If the scanning glass is difficult to clean

If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

- **5** Replace the white roller, inserting the right end first.
  - When re-inserting the roller do not use excessive force to locate the right hand end. This may result in damage to the machine.



6 Push the green lever up and back. Make sure that the small knob on the lever goes into the hole on the side of the compartment.



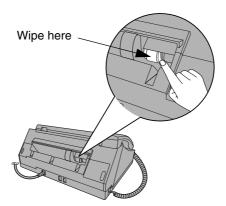
7 Close the operation panel, pressing down firmly to make sure it clicks into place.



## Cleaning the paper feed roller

A dirty paper feed roller will prevent the paper from feeding correctly. To clean the roller, first remove the paper tray. The roller will be visible in the opening in the rear of the machine. Hold the roller by pressing down on the white part with your finger and wipe the black part with a clean, dry cloth. Rotate the roller as needed to wipe the entire surface of the black part.

If you find it difficult to remove dirt from the roller, moisten the cloth with water and then wring it out thoroughly before wiping. *Do not* use alcohol, benzene, thinner, or other solvents.



# Cleaning the housing

Wipe the external parts and surface of the machine with a dry cloth.

#### Caution!

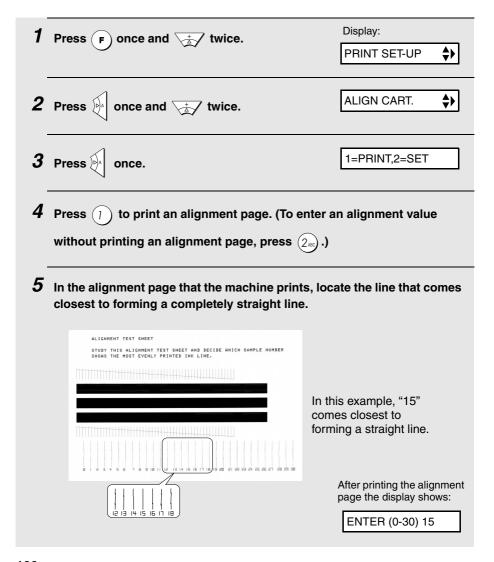
Do not use benzene or thinner. These solvents may damage or discolor the machine.

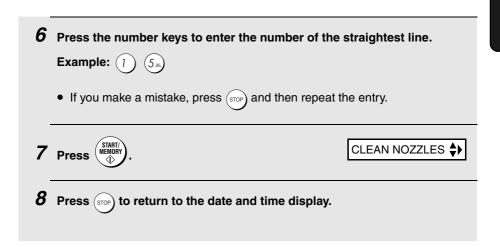
# Improving Print Quality

### Aligning the print cartridge

If print quality is not satisfactory, first try aligning the print cartridge.

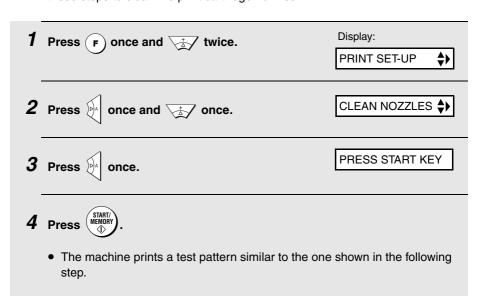
Note: Make sure that paper is loaded before beginning this procedure.



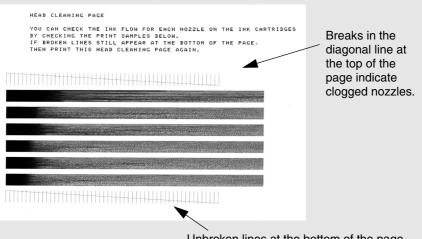


# Cleaning the print cartridge nozzles

If print quality is still not satisfactory after aligning the print cartridge, follow these steps to clean the print cartridge nozzles.



- **5** Compare the diagonal line above the printed bars to the diagonal line below the printed bars.
  - Look for a break in the diagonal line above the bars. A break indicates clogged nozzles.



Unbroken lines at the bottom of the page indicate the nozzles were cleaned.

- 6 If the bottom diagonal line still has breaks, repeat Steps 1 through 4 to run the nozzle test again. Run the test a third time if necessary.
  - If the print quality is satisfactory after running the nozzle test three times, the nozzles are clean.
  - If the print quality is still not satisfactory after running the test a third time, continue with Step 7.
- 7 Press , open the operation panel, open the print compartment cover, and remove and then reinstall the print cartridge (see the procedure beginning on page 18).
- **8** Repeat the nozzle test. If the lines are still broken, wipe the nozzles as explained in the following section.

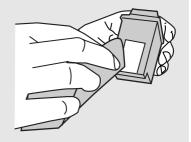
### Wiping the print nozzles and contacts

If you have cleaned the print nozzles as explained in the previous section at least three times and print quality is still not satisfactory, try wiping the print nozzles and contacts.

- 1 Press , open the operation panel, open the print compartment cover, and remove the print cartridge (see the procedure beginning on page 18).
  - **CAUTION! DO NOT** touch the gold contact area of the cartridge or the contact area of the cartridge carriage with your fingers.
- 2 Dampen a clean cloth with water, and gently wipe the nozzles and the goldcoloured area around the nozzles. Wipe in one direction only.
  - To dissolve dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.
  - When finished, allow the gold-coloured area to dry.



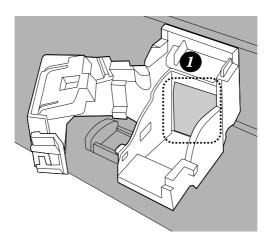
- 3 Dampen another section of clean cloth with water, and gently wipe the contacts and the gold-coloured area around the contacts.
  - To dissolve dried ink, hold the damp cloth against the contacts for about three seconds. Gently blot and wipe dry.
  - When finished, allow the gold-coloured area to dry.



4 Reinstall the print cartridge and repeat the nozzle test as explained in the previous section.

### Cleaning the cartridge holder

A dirty print cartridge holder may cause smudges on your printed pages. To clean the print cartridge holder, press , open the operation panel, open the print compartment cover, and remove the print cartridge (see the procedure beginning on page 18). Wipe • on the holder with a damp cloth.



#### About the lithium battery:

The fax machine uses a lithium battery to retain settings and information programmed in the machine when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

# 9. Troubleshooting

# **Problems and Solutions**

### Line error

Problem	Solution
LINE ERROR appears in the display.	A line error occurs when your fax machine cannot communicate correctly with the other fax machine. The error is usually due to a problem on the phone line.
	Try the transaction again. If the error persists, check the following:
	Check the connection. The cord from the <b>TEL</b> .     LINE socket to the wall socket should be no longer than two meters.
	Make sure there are no modem devices sharing the same telephone line.
	Check with the other party to make sure their fax machine is functioning properly.
	Have your telephone line checked for line noise.
	Try connecting the fax machine to a different telephone line.
	If the problem still occurs, your fax machine may need service.

# Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the DIGITAL SPEAKERPHONE key.	Make sure the handset cord is connected to the correct socket. See <i>Connecting the handset</i> on page 13.
	Make sure that the telephone line is properly connected to both the <b>TEL. LINE</b> socket and the wall socket (see page 24).
	Make sure that the telephone line is good.
Dialling is not possible.	Make sure the power cord is properly plugged into a power outlet.
	Make sure that the telephone line is properly connected to both the <b>TEL. LINE</b> socket and the wall socket (see page 24).
	<ul> <li>Make sure that the fax machine is set to the correct dialling mode for your telephone line. See <i>Dial mode</i> on page 24.</li> </ul>
The power is on, but no transmission takes place.	Make sure that the receiving machine has paper.
	Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket.
	If the receiving machine is in manual mode with no attendant, reception will not be possible.
	Check the display for error messages.
	Pick up the handset and check for a dial tone. Dial the receiving machine manually and make sure that it is responding (you should hear a fax tone).
Nothing is printed at the receiving end.	Make sure that the document for transmission is placed face down in the feeder.

A distorted image is received at the other end.	Noise on the telephone line may cause distortion. Try sending the document again.	
	Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.	

# Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket.
The printing paper comes out blank when you try to receive a document.	Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
Print quality is poor.	The print cartridge may need alignment or cleaning. See page 100.
The received document is faint.	Ask the other party to send higher contrast documents.
	The print cartridge may need replacement. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	Noise on the telephone line may cause distortion. Have the other party try sending the document again.
	Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
The quality of copies is poor and/or dark vertical lines appear.	Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 97.

# General problems

Problem	Solution
Nothing appears in the display.	Make sure the power cord is properly plugged into a power outlet.
	Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	Check the size and weight of the document (see Transmittable Documents on page 53).
Bell tinkle (New Zealand)	The operation of this equipment on the same line as the telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such a problem occur, contact your authorised Sharp Service Centre for information.

# Messages and Signals

## Display messages

**Note:** If you have turned on the Caller ID function, see page 86 for display messages related to Caller ID.

ADD PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press (MEMORY). If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press (MEMORY).
A.M. TRANSFER	The answering machine's transfer function has been turned on (see page 42).
CHANGE CARTRIDGE	This message appears after you install or replace the print cartridge (see page 20).
CHECK CARTRIDGE	The print cartridge is missing and must be installed, or is not installed correctly.
DOCUMENT JAMMED	The original document is jammed. See the following section, <i>Clearing Paper Jams</i> . Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 53). The document may also jam if the receiving machine doesn't respond properly when you attempt to send a fax.
FAX RX IN MEMORY	A fax has been received in memory because the print cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FUNCTION MODE	F has been pressed.

INK NEAR EMPTY	The cartridge is nearly empty (approximately one	
	eighth of the ink remains).	
LINE ERROR	Transmission or reception was not successful. Press	
	to clear the message and then try again. If the	
	error persists, see <i>Line error</i> on page 105.	
LOW INK	The cartridge is low on ink (approximately one quarter of the ink remains).	
MEMORY IS FULL	If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see <i>Substitute Reception to Memory</i> on page 81). If you are attempting to transmit from memory, see <i>If the memory becomes full</i> on page 72. If you are copying, see <i>If MEMORY IS FULL appears</i> on page 83.	
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.	
MESSAGES RCVD:XX	This indicates that you have received messages in the answering machine. "XX" is the number of messages.	
NO # STORED	This appears if you attempt to search for an auto-dial number when none have been stored.	
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press (STOP) to clear the message.	
OUT OF INK	The cartridge is out of ink and must be replaced. Faxes will be received to memory.	
PAPER JAMMED	The printing paper is jammed. See page 113.	

PRINTER ERROR	A printer error has occurred. Open the printer compartment cover, make sure the print cartridge is installed correctly, and then close the cover. Press
PRINTER ERROR/ CHECK PAPER	A paper jam may have occurred. Follow the procedure on page 113 to clear the jam.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See <i>Automatic redialling</i> on page 66.)
SPEAKER PHONE	has been pressed and the fax machine is waiting for you to dial.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

# Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

# Clearing Paper Jams

## Clearing a jammed document

If the original document doesn't feed properly during transmission or copying,

or DOCUMENT JAMMED appears in the display, first try pressing the document doesn't feed out, remove it as explained below.



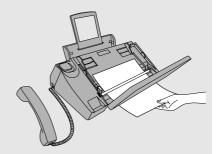
#### Important:

Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

**1** Open the operation panel.



- **2** Gently remove the document.
  - Be careful not to tear the document.



3 Close the operation panel, pressing down firmly to make sure it clicks into place.

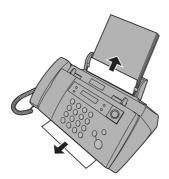


## Clearing jammed printing paper

Gently pull the jammed paper out of the machine, taking care not to tear it.

After removing the jammed paper, press (stop) to clear the error message (PAPER JAMMED) from the display.

♦ Normal operation cannot be resumed until you press (STOP) to clear the error message.



# Quick Reference Guide

### Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



#### **Normal Dialling**

1. Lift the handset or press



- 2. Dial the fax number.
- 3. Wait for the reception tone (if a person answers, ask them to press their Start key).
- 4. Press

#### **Automatic Dialling**

- 1. Press 4 until the desired destination appears in the display.
- 2. Press

## Recording an Outgoing Message

- 2. Lift the handset, press . and speak into the handset.
- When finished, press (STOP

## Receiving Faxes

until the arrow in the display points to the desired reception mode.



FAX mode: The fax machine automatically answers and receives faxes.

**TEL mode:** Answer all calls (even faxes) by picking up the handset. To begin fax

reception, press



TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.

A.M. mode: Select this mode when you go out to receive both voice messages and faxes.

### Storing Auto Dial Numbers

- once and
- 2. Enter the fax number and press



4. Enter a name by pressing number keys. (To enter two letters in succession that

require the same key, press entering the first letter.)

SPACE =(1)



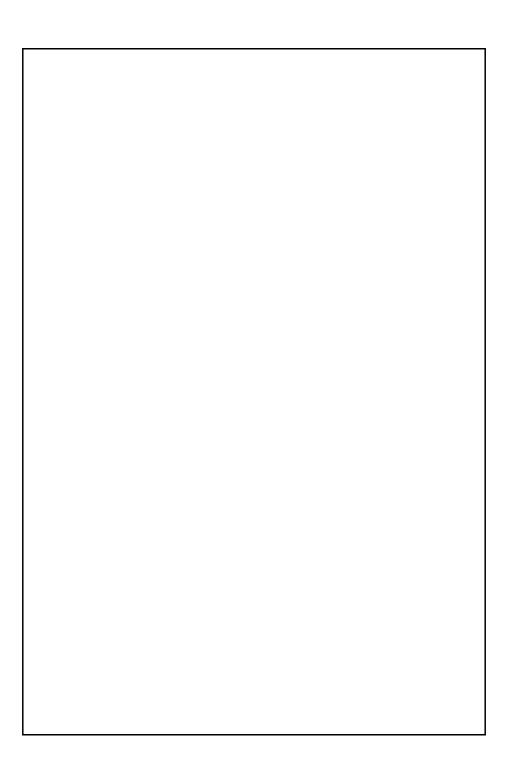
0=606060

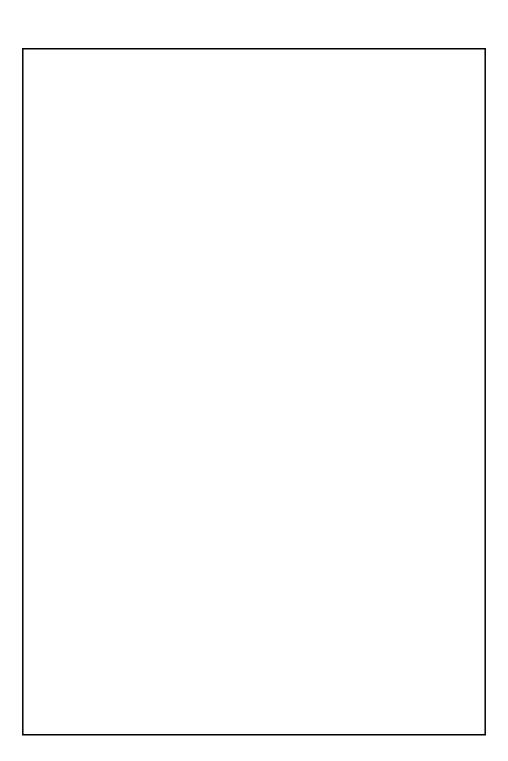
5. Press and then

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### **REMOTE OPERATION CARD**

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Rer	note Operation Guide SHARP®
1.	Call your fax from a touch-tone telephone, and press # when the outgoing message begins.
2.	Enter your remote code:
3.	Press # .
4.	After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS		
PLAYBACK Play messages	FAX RECEPTION MODES     A.M. mode	



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